



## **JOB DESCRIPTION**

**POSITION TITLE:** Special Education Teacher

**UNION AFFILIATION:** Romeo Education Association

**FLSA STATUS:** Exempt

**FTE STATUS:** 1.00

**REPORTING RELATIONSHIP:** Building Principal

### **GENERAL PURPOSE:**

Under the direction of the Special Education Director and the building Principal, the Special Education Teacher creates and sustains a community of learners through the development of a positive classroom and school culture, by holding rigorous and high expectations for students and by utilizing quality instructional practices matched to student learning needs. The Special Education Teacher continuously improves their practice through professional learning and collaboration with peers. The Special Education Teacher supervises students, develops and delivers lessons, utilizes established curriculum and maintains high levels of communication with parents/guardians regarding student progress and wellbeing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Creates, monitors, and maintains compliance with Individual Education Programs (IEP's) and Behavioral Intervention Plans.
- Coordinates and conducts IEP meetings with parents, student, and staff.
- Provides the most favorable learning environment for students with special needs using tools such as ongoing observation and behavior intervention planning.
- Fully, independently and accurately implement the requirements of IDEA and Michigan's Special Education regulations.
- Provide educational observation and evaluation for students suspected of having a disability.
- Participate in Child Studies.
- Creates, implements, and submits appropriate lesson plans.
- Knowledge and/or understanding in consistent use of data to monitor student growth, inform instruction and develop interventions.
- Participates in professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Participates in collegial conversations surrounding student achievement on a regular basis, influencing individual, grade, and/or department instruction based on collective examination of student performance.
- Teaches district-approved curriculum, as well as local and state standards, using contemporary thinking around best-practices and program-specific objectives.
- Plans a program of study that meets the individual needs, interests and abilities of the students.
- Creates a positive, engaging classroom environment that is conducive to learning and appropriately responds to the maturity level and interest of the students.
- Encourages students to set and maintain high standards of classroom behavior. Proactively teaches appropriate behavior and expectations.

- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes and communicates clear objectives for all lessons, units, projects and activities.
- Identifies and responds to the learning style of all students. Differentiates instruction to accommodate these styles.
- Evaluates the academic and social growth of students, keeps appropriate grading records in PowerSchool on a weekly basis and prepares progress reports. Uses academic outcome information to inform curriculum and instructional decisions for all students.
- Communicates regularly with students, parents, families and administration in advocacy of student growth. Develops communication plans that adjust for varying levels of parent involvement and inclusion.
- Integrates cultural consciousness in instruction, classroom culture and classroom artifacts.
- Collects and integrates information about community heritage in instruction.
- Prepares for and attends parent/teacher conferences.
- Prepares for and attends staff meetings.
- Participate in organizational quality.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Keep in confidence all personal, student or personnel records and information.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Adheres to district and school rules and procedures.
- Conducts behavior to demonstrate collegiality and professionalism.
- Mandated Reporter for Child Abuse and Neglect.
- Regular and reliable attendance is an essential function of the position.
- Other duties as assigned by Administration.

#### **SUPERVISORY RESPONSIBILITIES:**

- Position supervises students.

#### **EDUCATION and/or EXPERIENCE:**

- Possession of a Bachelor's or higher degree;
- Valid Michigan teacher's certificate with Special Education endorsement(s) required;
- Must meet the No Child Left Behind Standards as defined by the State of Michigan;
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to explain and demonstrate appropriate teaching techniques;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

**TERMS:**

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

**REASONABLE ACCOMMODATION:**

The ADA defines "reasonable accommodation" as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

**FUNCTIONS OF JOB DESCRIPTION:**

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

**EEO STATEMENT**

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department."

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Employee Signature

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Date

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Employee Services Signature

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Date